# Batch And Multi-Case Processing
## For Trustees

This document describes the process of filing documents using Batch and Multi-Case Processing.  Both processes are used to docket the same type of document to different cases in one operation.  The basic difference is that the Batch feature enables the association of a different PDF file for each case, and the Multi-Case feature will use the same PDF for each case.

Assistance with common technical matters is available on the Courts website at http://www.ilsb.uscourts.gov/cmecffaqs.shtm or by calling the helpdesk at (618) 482-9075.  Forms are available on the Court's website: http://www.ilsb.uscourts.gov/procforms.shtm

## Batch Filings

Chapter 13 Trustee's Memo Requesting Wage Order is a common example of a pleading used in Batch processing.  This feature allows different case numbers, and names as well as standard language to appear on each pleading.  The following steps illustrate the batch process.

**STEP 1    Login To CM/ECF**

- Use Internet Explorer 5.5 or greater to access one of the following CM/ECF links:

    - **Train** CM/ECF: http://ecf-train.ilsb.uscourts.gov

    - **Live** CM/ECF:   http://ecf.ilsb.uscourts.gov

- Click the "Southern District of Illinois – Document Filing System…" hyperlink.  (See Figure A.)

- Enter your assigned login and password.  The "client code" is not necessary for filing documents.  Click Login.  (See Figure B.)

Welcome to the U.S. Bankruptcy Court for the Southern District of Illinois

Southern District of Illinois - Document Filing System (TEST Database)

Figure A


Figure B

## STEP 2    CM/ECF Main Interface

· Once logged in, the important announcements page displays.  Click Bankruptcy.  Note the Bankruptcy main interface is divided into two sections: (1) Main Menu (2) Events.  (See Figure C.)
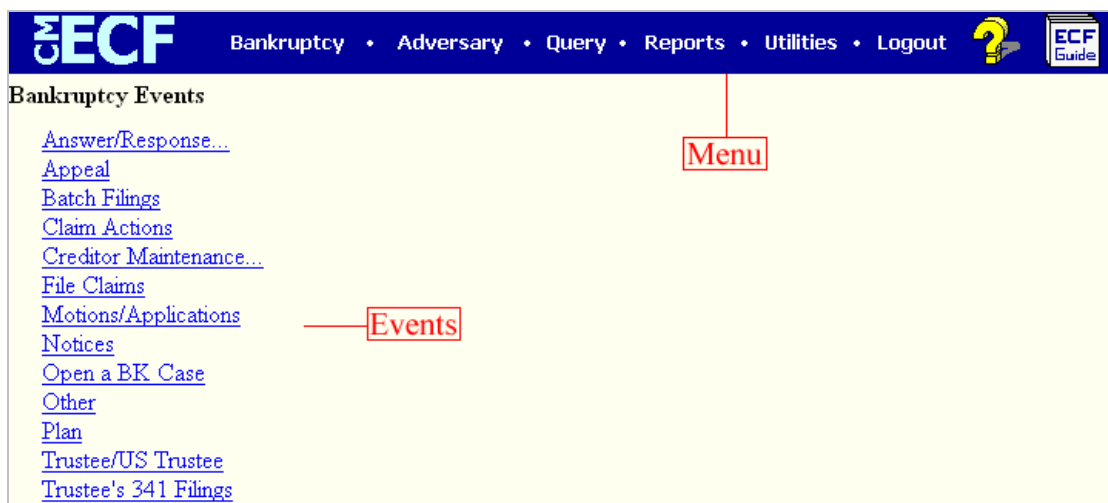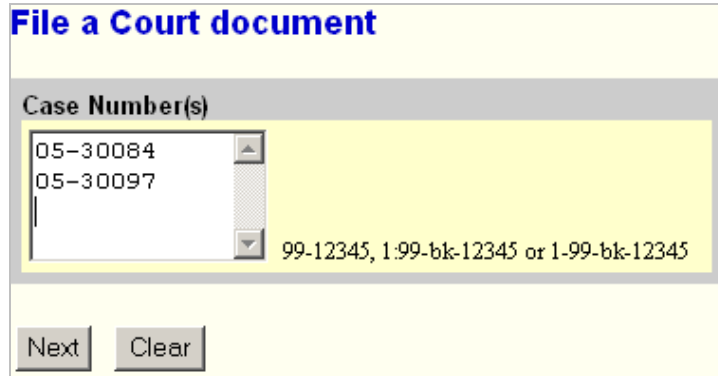

Figure C

**STEP 3    Case Number Screen**

- Click Batch Filings on the Bankruptcy Events screen.  The Case Number screen displays.  (See Figure D.)

- Enter each case number.  Press [Enter] after each case number.
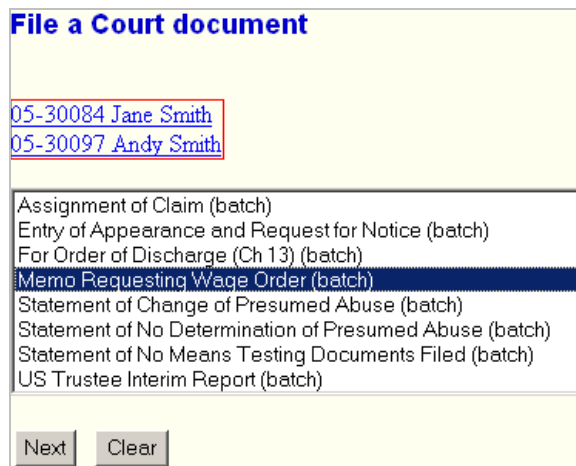
- Click Next.



Figure D

**STEP 4    Event Selection Screen**

- The Event Selection screen is used to specify the type of event that is being docketed using the Batch process.  This screen also provides an opportunity to verify the case numbers entered in STEP 3.  (See Figure E.)

- Select the appropriate type of event.

- Click Next.



Figure E

### STEP 5    PDF Upload Screen

- The PDF Upload screen is used to transfer an Adobe Acrobat PDF version of a filing to the Bankruptcy Court.  This PDF document will be associated with the filing in each case.  (See Figure F.)

  - Complete the following for each case:

  - Click Browse.

  - Change "Files of type:" to All Files (*.*).  (See Figure G.)

  - Change "Look in:" to the directory on your computer containing the PDF version of the filing.

    *NOTE:* It is important to verify the correct document is selected.

  - Right-click the filename of the filing.  Click Open.  Verify the selected filing is the correct filing.  Close Acrobat.

- Click Next when all of the files have been verified and uploaded.



**File a Court document: 05-30084 Jane Smith  05-30097 Andy Smith**

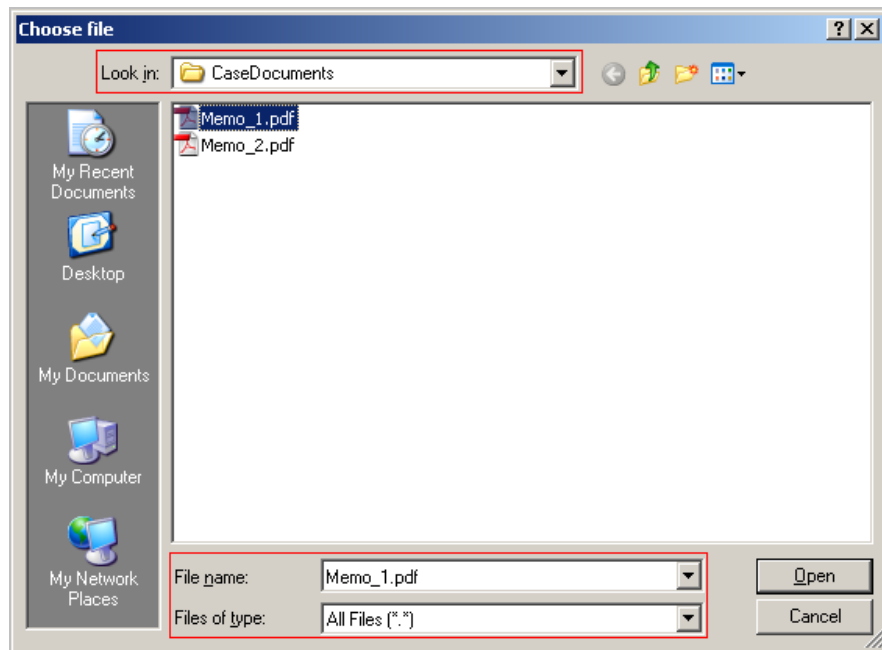| | | |
|---|---|---|
| 05-30084 Jane Smith | C:\CaseDocuments\Memo_1.pdf | Browse... |
| 05-30097 Andy Smith | C:\CaseDocuments\Memo_2.pdf | Browse... |

Next   Clear

Figure F

Figure G

**STEP 6    Modify Docket Text Screen**

· The Modify Docket Text screen is used to modify the docket text associated with the filing.  Modify the docket text when necessary.  (See Figure H.)

· Click Next.


Figure H

**STEP 7    Final Submission Screen**

&middot;  The Final Submission screen represents the last opportunity to make changes before the filings are docketed.  (See Figure I.)

&middot;  Review this screen carefully.  If the docket text is incorrect, click the browser Back button one or more times to find the screen to be modified, make the correction, and continue through the event.  To abort the entire transaction, click Bankruptcy on the main menu.

&middot;  Click Next.

**File a Court document: 05-30084 Jane Smith  05-30097 Andy Smith**

Docket Text: Final Text
Memo Requesting Wage Order. (Trustee, James)

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

[ Next ]   [ Clear ]

Figure I

**STEP 8    Notice of Electronic Filing Screen**

&middot;  The Notice of Electronic Filing screen is verification that the filings have been sent electronically to CM/ECF.  It certifies that the filings are now official court documents.  This screen may be printed if desired.  (See Figure J.)

&middot;  Note the case number.  The case number may be clicked to access (via PACER) the docket sheet.

&middot;  Note the document numbers.  The document numbers may be clicked to access (via PACER) the PDF version of the filing.

**U.S. Bankruptcy Court**

**Southern District of Illinois**

Case Name:         Jane Smith
Case Number:     05-30084
Document Number: 2
Case Name:         Andy Smith
Case Number:     05-30097
Document Number: 4

Docket Text:
Memo Requesting Wage Order. (Trustee, James)

The following document(s) are associated with this transaction:

Case Number: 05-30084
Document description:
Original filename: C:\CaseDocuments\Memo_1.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=997368747 [Date=10/25/2005] [FileNumber=41750-0]
[398c4912a6d9fe7ef610ffb82edc77c609d228babdedc96521211dbf391654361fc6b
29ca9d184d05feeee5490d82cd46d64819a53ffa3b660b7d57188d043b6]]

Case Number: 05-30097
Document description:
Original filename: C:\CaseDocuments\Memo_2.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=997368747 [Date=10/25/2005] [FileNumber=41751-0]
[16590f2b0689c65d1f8fb80b81803dd3656342782f5d9124e59685a562dbf7a758a7f
b57d0dc07fd710683b5c06daa16197c8f612a54e8574ab8978f7d826f2a]]

Figure J

## Multi-Case Filings

The Multi-Case process is used to file the same (identical) document in multiple cases. The document must contain standard "boiler plate" language which would apply to every case included in the process because the document and docket text will be identical in each case.

The Multi-Case process is not available in the Southern District of Illinois.